



860207-02

INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Georgia Department of Labor Assignments and Administration Unit 254 Washington Street Atlanta, Georgia 30334	Application Number	187-8
Application Number		Date Received FEB 7 1986	Date Completed JAN 14 1987
2. Person to Contact Mr. Roger Reece		Working Title Chief Assignments & Administration Unit	Telephone Number 656-6782
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1981 Present	5. Records Series Title (followed by title used in office, if different) Field Deputy Daily Reports		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Field Services Division, Assignments and Administration Unit. To record all activities accomplished during a given day, also serves as a summary document for attachments.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Field Deputy's Daily Report Attach samples of the file.**See attached sample (EXHIBIT B). Documents relating to: Field Deputy's Daily Activity Report of individuals and concerns called upon and the nature of business with employer's name and address or name and title of person contacted also account number, if applicable. Towns and counties visited are given. Included are: Georgia Department of Labor, Employment Security Agency, Field Deputy's Daily Report, (ESA-111's) for 1981 through 1983. File is arranged: Alphabetically by last name of Field Deputy for each year arranged by month, and by day of month.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old * ; Seven to twelve months old * ; Thirteen to twenty-four months old * ; twenty-five months and older * ?*Referred to only as needed for Fed., State or outside audits.			
9. Annual Rate of Accumulation of Records Letter-size drawers 3 ; Legal-size drawers ; Shelves ; Other (specify)			

(Over)

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. *See attached (Extract) Employment Security Law 34-8-4, (EXHIBIT A).
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|------------------------|-----------------------------------|------------------------|
| a. State Law | <u>4</u> years.* | d. Audit period | <u> </u> years. |
| b. Statute of limitation | <u> </u> years. | e. Administrative need | <u> </u> years. |
| c. Federal Law | <u> </u> years. | f. Federal retention instructions | <u> </u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

*See attached (Extract Employment Security Law: 34-8-4, (EXHIBIT A).

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other then.

- ☒ Hold in the current files area month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<i>2/1/86</i>	<i>[Signature]</i>	<i>2-6-86</i>
Assistant Commissioner (Administration) (Signature)	Date	Chief, Records Management & Control (Signature)	Date
<i>[Signature]</i>	<i>2/1/86</i>	<i>William B. Johnson</i>	<i>2-6-86</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>1-9-87</i>
		Secretary of State/Designee	<i>2/8/87</i>
		Attorney General/Designee	<i>1/14/87</i>

(Reverse Side)